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To: All current and potential Vocational Rehabilitation Community Rehabilitation Providers
From: Kylee Hope, Director, Bureau of Rehabilitation Services
Subject: Frequently Asked Questions (FAQs) for VR-CRP Application Process
Date: January 9, 2015

To assist Vocational Rehabilitation (VR) Community Rehabilitation Providers (CRP) with the changes to the VR – CRP application process, the Bureau of Rehabilitation Services has created a Frequently Asked Questions document. Titled FAQs for VR-CRP Application Process, the document will be periodically updated and is available on the VR webpage, with the initial questions and answers listed below:

1. **QUESTION**: We have some staff who will be taking the Benefit Information Network (BIN) training in the spring. Of course they are not certified today, but will be prior to June 30. Should we include that on our application or will we need to submit an update after the training is complete?

   ANSWER: Yes, you should still submit an application and indicate the intent to provide BIN services. Please provide an attachment to the application describing the plan for staff to attend BIN training and become certified. BRS would also request an update to VRProvider@fssa.in.gov once the training is completed and certification is obtained. Your organization will not be able to provide BIN services until certification is obtained and verified.

2. **QUESTION**: Do we need to send organizational charts and job descriptions for our entire organization, or only for our VR related business or employment services? By just employment services, do we mean all administration that touches it, from CEO on down, as well as everyone employed in VR Services. The concern with providing a full organization chart is that, for some providers, this would include thousands of positions, from CEO to Direct Service Provider.

   ANSWER: Organizational charts and job descriptions are required for sections of your organization and staff that provide services relevant to the VR provider application (i.e. discovery, employment and other service categories included in the application). If your organization is identifying 'other' services please be sure your organizational charts and job

descriptions are reflective of the sections of your organization and staff that provide those 'other' services. Organizational charts and job descriptions should minimally reflect management down through direct service positions for each category of service outlined in the application as relevant to your organization. Organizational charts and job descriptions for non-VR related sections of your organization such as residential services, nursing services, etc. are not necessary.

3. **QUESTION**: My organization is currently not accredited with the allowed entities because we currently only provide Supervised Group Living services and it is not required. We will be seeking Commission on Accreditation of Rehabilitation Facilities (CARF) accreditation as we want to expand into other services. However, CARF requires that their standards be in place at least six months prior to them completing their survey. Does the new VR application require accreditation prior to being approved as a provider? I am not sure how to make this happen since there needs to be a program to apply the standards to. Or is there a mechanism to start as a provider with a requirement to achieve accreditation within a certain time period? Given our situation, is it still possible to become a VR provider?

   ANSWER: Your organization may submit an application and include documentation of your organization's application for accreditation to one of the outlined entities in IC 12-12-1-4.1(b). BRS will follow-up on a case-by-case basis to address accreditation compliance. If approved, BRS will set a timeline in which accreditation status shall be achieved.